

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

December 6, 2006

<b>Job Title:</b> Administrative Support	<b>Position No.:</b> 64121102
<b>Division:</b> Adult Community Corrections	<b>Bargaining Unit:</b>
<b>Location:</b> Helena	<b>Supplement:</b>
<b>Status:</b> Part-time	<b>Shift:</b> To be determined
<b>Salary:</b> \$10.124	<b>Band:</b> 3

**Benefits** State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301                      **fax to** (406) 444- 4551 **email to** hrcen@mt.gov  
1539 11th Ave.,  
Helena, MT 59620-1301

**No later than 5:00 p.m. December 20, 2006.**

Application materials are available on the web at [www.mt.gov/statejobs/statejobs.asp](http://www.mt.gov/statejobs/statejobs.asp)

**Special Information :** Physical demands are minimal. Demanding working conditions may arise due to report deadlines, heavy workload and occasional contacts with dissatisfied clients, both in person and through telephone/written correspondence.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:****Administrative Support**

- Performs all routine clerical duties using applicable typing, transcription, word processing and/or spreadsheet computer program skills and calendar entries into various logs.
- Provides proofreading, editing, and composing skills to produce various reports, notes, and general correspondence, and copies and disseminates all information as applicable to ensure the continued smooth operation of the programs.
- Complies with Department, Division, and Probation and Parole policy and/or direction and consults as needed or required with supervisors to obtain clarification or address concerns.
- Assists the Correction Manager and Training Specialist with the planning, organizing, directing, and coordination of Division operations.
- Completes special projects as assigned by researching, prioritizing and preparing reports and/or memos regarding the results or findings of the research.
- Communicates on behalf of the Corrections Manager and Training Specialist in their absence, relating pertinent information such as Division policy and program details.
- Provides back up for all administrative support duties in for the Community Corrections Division at Central Office.
- Develops and maintains necessary filing systems for various entities and projects.

**Policy**

- Provides organization, support, development, and maintenance for the P&P Bureau policy manager via correspondence, applicable word processing, spreadsheet, and computerized electronic mail software, telephone, fax, and other applicable media.
- Assists with the research of new or existing policies as mandated by state, federal law, or department operations to implement the agency mission, current practices in the correctional field and compliance.
- Assists with the implementation of changes in current or new policy by gathering input from appropriate staff, drafting proposed changes, seeking additional feedback, ensuring union contract language compliance, and executing those changes.

**Recruitment and Selection**

- Assist in designing, enforcing and/or implementing the Division reference check and/or Criminal Records check procedures. Conducts all reference and criminal record checks for potential division staff.
- Coordinating with division management, the process for hiring any new employee.

- Developing intern application paperwork and/or ensure compliance with developed protocol.
- Screening intern applications and coordinate a potential internship with appropriate staff according to established procedures.
- Reviews performance appraisals as written by intern supervisor to ensure there are no potential problems and it appears to be a fair evaluation.
- Screens applications for signature, EEO/Affirmative Action, ADA accommodation, veteran's and disability preference documentation, supplemental questions/responses, timely submission, resumes and other required materials. Disqualifies applications on the basis of this screening.
- Assists in putting recruitment materials together for the interview process by utilizing the policies and procedures established by the Human Resources Division.

### **Competencies:**

**LOYALTY AND DEDICATION:** Adheres to organizational goals and the tasks at hand. Aligns actions and activities with the needs and goals of the organization.

**RELIABLE AND DEPENDABLE:** Reliable and dependable in performing job-related tasks.

**LISTENING (ACTIVE):** Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

**UNDERSTANDING, SENSITIVITY, TRUST BUILDING:** Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with those involved. Maintains confidences. Demonstrates an awareness of nonverbal as well as verbal communication. Elicits trust from others by showing honesty, reliability and integrity.

**SPEAKING EFFECTIVELY:** Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in a group. Adjusts language, delivery or terminology to meet the needs of the audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone.

**WRITING EFFECTIVELY:** Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

**PRIORITIZING, MULTI-TASKING, BALANCING MULTIPLE PROJECTS:** Recognizes or establishes the relative importance of multiple issues, tasks, and opportunities to maximize the productivity of the organization.

**QUALITY, ACCURACY, ATTENTION TO DETAIL:** Achieves excellent work results by attending to details. Demonstrates an appropriate level of precision to complete projects successfully and to execute job responsibilities in a timely manner.

**ORGANIZATIONAL AWARENESS:** Aware of and understands the goals, objectives and political structure of the organization. Aware of the impact and implications of decisions and actions throughout the organization. Aware of the influence and impact that others or outcomes may have on the goals or objectives of the organization. Sets realistic goals through a thorough understanding of the formal and informal structures of the organization. Takes into consideration and understands the impact of business decisions and actions on internal and external stakeholders. Strives to meet and improve own performance based on an understanding of the organizational mission statement and goals.

**Education and Experience:** The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to high school diploma or general equivalency certification; one year of secretarial course work at a college or technical school and three years of progressively responsible experience. Combinations of education and experience will be evaluated on an individual basis.

**THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**\*\*SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE\*\***

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b>	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_ No \_\_\_ Yes    Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's** \_\_\_\_\_ **Date**  
**Signature:** \_\_\_\_\_ :